

Personnel

Affirmative Action Program Files

LRDA Number 20071691

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer Affirmative Action Plans in accordance with federal and state EEO laws and regulations. This series may contain but is not limited to Affirmative Action Plan, self-analysis documentation, compliance monitoring documentation, survey reports, completed forms, summary reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR Part 1608, 41 CFR Part 60-2, 29 CFR 1602.30, NRS 613.310 to 613.435, NAC 239.165 (1)(2).	The federal Equal Opportunity Survey is confidential in accordance with 41 CFR 60-2.18 (d).

Alcohol and Drug Testing Records - Negative Results

LRDA Number 20101814

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include but is not limited to records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	One (1) calendar year from the date screening was completed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	49 CFR 40.333, 45 CFR 164.501, NAC 239.165	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

Alcohol and Drug Testing Records - Positive Results

LRDA Number 20070302

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include but is not limited to records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	Five (5) calendar years from the date screening was completed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	42 USC section 1320d et seq., 45 CFR 164.501, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

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Americans With Disabilities Act (ADA) Compliance Records

LRDA Number 20071422

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document compliance with the Americans With Disability Act (ADA). This series may include but is not limited to administrative reports, public inquiries, copies of policies and procedures, federal ADA inquiries, copies of compliance reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	All records pertaining to any physical or mental disability of an employee or applicant are confidential per 29 CFR 1630.14 and must be maintained and filed separately from other personnel files.	29 USC section 255, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.

Appeals Files (Disciplinary Actions)

LRDA Number 20071662

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document employee disciplinary actions appealed to a hearings officer or hearings board involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. This series may contain but is not limited to formal appeal forms or original letter requesting an appeal, copies of documents from the master personnel file, copies of applications, work performance standards, job descriptions, job announcements, personnel/payroll actions forms, request for hearing under the provisions of NRS 281.645 (Whistleblower Law), resignation forms, employee development report forms, written reprimands, audio and visual tapes, photos and similar documents.	Four (4) calendar years from the date of the decision of the hearings officer/ board, or the date the appeal was withdrawn, settled or dismissed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, NRS 281.645, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Apprenticeship Records

LRDA Number 20071743

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents applicant qualifications and may contain applicant information, original applications, job assignments, evaluation basis for selection or rejection, conditions of work, time records, hours of training provided, minority status, gender of all selected and rejected applicants, apprenticeship agreement, roster of apprentices, qualification records, related correspondence and similar documents.	Five (5) calendar years from the applicants completion, withdraw, or termination from the program.	This record series may contain confidential or restricted (personally identifying) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 30.12 (d), NAC 610.925, NAC 239.165	None.

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Background Checks/Investigations

LRDA Number 20070304

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background checks/investigations of individuals including those for recruitment and active employment, volunteers, interns, and contracted workers. This series may contain but is not limited to employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards/results, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3)(d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1)(2)	None.

Commercial Drivers License Records

LRDA Number 20101816

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to document that an individual has been granted a commercial drivers license when this type of license is required as a condition of employment. Records may include but are not limited to commercial driver license, random drug test records, physical examination records, medical card, endorsements, and similar documents.	Five (5) calendar years from the expiration, renewal, suspension, or revocation of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 40.333, 49 CFR 383, NRS 483.900 to 483.940, NAC 483.800 to 483.850, NAC 239.165	None.

Continuation of Insurance Benefits (COBRA) Records

LRDA Number 20071286

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents compliance with the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. This series may contain but is not limited to employee and dependent names and social security numbers, insurance package currently carried, written notice of COBRA rights and whether the covered employee, spouse and/or dependents elected or rejected coverage, dates of termination, coverage end date, correspondence and related documents.	Six (6) calendar years after eligibility has expired.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	26 CFR 54.4980B-1 through 26 CFR 54.4980B-10, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

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Continuing Education Files

LRDA Number 20071660

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents continuing education and/or training that may be required for renewal of a professional license or certificate. The files may include but are not limited to educational transcripts, attendance rolls, course/workshop documentation, continuing education credit slips, continuing education training forms, related correspondence and similar documentation.	Three (3) calendar years from the end of the renewal period.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) NRS 205.4617, NRS 239B.030, NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Deferred Compensation Plans - Participant Records

LRDA Number 20070306

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the voluntary participation of individuals in Deferred Compensation Plans. Records may include but are not limited to plan selection and application forms, enrollment records, payroll contribution and deduction summaries, personal data records, authorizations, beneficiary information, living trust records, hardship records, change requests, payout estimates, year-end balance reports, distribution reports, correspondence, and related documents.	Six (6) calendar years from the close of the participants account or accounts.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	26 USC section 401(a), 26 USC section 457, 26 CFR 1.457, NRS 287.381 to 287.480, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Deferred Compensation Plans - Plan Details

LRDA Number 20071285

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Deferred Compensation Plans offered as a voluntary benefit to aid employees in saving for retirement. This series may include but is not limited to plan explanations, details, and descriptions, third party administrator information, investment options, fund performance information, enrollment information, contribution and distribution information, correspondence and related documents.	Retain this record series for the full period that plan or system is in effect, plus three (3) calendar years after termination of the plan.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1627.3, 29 USC section 1027, 29 CFR 2520, 26 USC section 401(a), 26 USC section 457(g), NRS 287.381 to 287.480, NRS 11.190 (3)(d)	None

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Disciplinary Records

LRDA Number 20071298

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinance. Series may include but is not limited to cause statements, investigative records, verbal/written reprimands, copies of work performance standards, corrective action agreements, interview and hearing records, findings and recommendations, employee's reply, various forms, and related records.	Three (3) calendar years from the date of last action, or for the period required by disciplinary settlements or negotiated agreements.	This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2), Collective Bargaining Agreements	Some information from this series may be included in the Master Personnel File.

Donated Leave Program Records

LRDA Number 20071296

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the receipt and donation of leave for medical emergencies. This series may contain but is not limited to leave donation forms, recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, leave transfer records, payroll notification records, payroll reports, copies of time and attendance sheets, leave program termination records, correspondence and related documents.	Three (3) fiscal years from the fiscal year in which the leave was donated or used.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

EEO Reports

LRDA Number 20071690

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document Equal Employment Opportunity (EEO) reports required by state/federal law or regulation. This series may contain but is not limited to EEO reports and supporting documentation, special reports (if required), related correspondence and similar documentation.	Three (3) calendar years from the submission of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.30 to 29 CFR 1602.45, NRS 613.310 to NRS 613.435	None

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Eligibility Lists

LRDA Number 20070307

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of lists and similar records of eligible applicants for employment positions. These types of lists are often used to set up applicant interviews as part of the employee selection process.	Two (2) calendar years from the year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Employee Assistance Program Case Files - Required

LRDA Number 20071295

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents required evaluations and treatment of employees who must complete the rehabilitation program recommended by the evaluation as a condition of continued employment. Records in this series may include but are not limited to appointment records, agreements, employee/family personal information, release of information forms, assessment records, counseling and consultation records, referral information, treatment plans, problem solving plans, plan implementation records, supervisory documentation, treatment disposition records, correspondence, and related documents.	Six (6) calendar years after employee completes program.	This record series is confidential and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NRS 11.190 1(b), NRS 11.190 3(d)	None.

Employee Assistance Program Case Files - Voluntary

LRDA Number 20071294

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the voluntary referral and treatment of employees and/or employee family members in agency sponsored assistance programs. Records may include but are not limited to appointment records, employee family member personal information, release of information forms, assessment records, informational materials, counseling and consultation records, referral information, treatment plans, supervisory documentation, problem solving plans, plan implementation records, correspondence, and related documents.	Six (6) calendar years after last treatment or session.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NAC 239.165 (1)(2)	None.

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Employee Attendance Records

LRDA Number 20070048

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents employee attendance and may include but is not limited to time sheets or cards, leave requests, internal computer printouts, related correspondence, and similar documents.	Three (3) fiscal years from the year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (3)(d)	None.

Employee Development \Training Records

LRDA Number 20071375

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer employee development and training. This series may contain but is not limited to employee name, social security or personnel ID number, request for training forms, training plans, employee training history, copies of training certificates, documentation of continuing education credits, records documenting completion of mandatory training requirements, reports detailing staff training (courses taken), statistical reports, training program evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1001(m)(4), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Employee Directories, Rosters or Indexes

LRDA Number 20071290

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a listing of current employees and may include name, position title, work phone number, work address, and similar contact information.	Until superseded or no longer in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

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Employee Handbooks

LRDA Number 20071276

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of guidelines created to explain the internal operations, policies, and procedures of the agency to a new employee.	Six (6) calendar years from the date the handbook is superseded or discontinued.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Employee Licenses / Certificates

LRDA Number 20070837

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents licenses/certificates issued to employees by professional, educational, regulatory, or other agencies. These types of licenses/certificates are normally occupation specific (EMS, Peace Officer, Firefighter, Social Worker, Nurses, Engineers and similar professions) and are usually required as a condition of employment.	Three (3) calendar years from the expiration or renewal of the license or certificate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Employee Medical Records [Except Police Officers and Firefighters]

LRDA Number 20071236

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual employee's work related medical history. This series may contain but is not limited to medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Retain all medical (non-hazard exposure) records six (6) calendar years after their receipt or production. The medical records of employees who have worked for less than one (1) year need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.	Access to these records is restricted pursuant to NRS 629.061, and they must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1630.14, 42 CFR 1003.1570, 45 CFR 164.502, NRS 629.021 to 629.061, NAC 239.165 (1)(2)	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

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Employee Medical Records-Hazard Exposure Records

LRDA Number 20071289

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, correspondence and similar documents.	Thirty (30) calendar years after employee separation.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020 to 29 CFR 1910.1030, 45 CFR 164.502, NAC 239.165 (1)(2)	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

Employee Medical Records-Hazard Exposure Records - Lead

LRDA Number 20200001

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents an employee's exposure to lead in the workplace. Records may include but are not limited to: exposure monitoring records, blood test or other laboratory results, incident reports, medical examination results, work station/airborne sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, associated documentation, and related correspondence.	Retain for a minimum of forty (40) calendar years from the date of initial determination of lead exposure or for the duration of employment plus twenty (20) years, whichever is longer.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.	29 CFR 1910.1025 (n), 29 CFR 1910.1025 (d)(2)(3), 29 CFR 1910.1020 (a), NRS 629.061, NAC 239.165 (1)(2)	29 CFR 1910.1025 (d)(3) Basis of initial determination. The employer shall monitor employee exposures and shall base initial determinations on the employee exposure monitoring results and any of the following, relevant considerations: (A) Any information, observations, or calculations which would indicate employee exposure to lead; (B) Any previous measurements of airborne lead; and (C) Any employee complaints of symptoms which may be attributable to exposure to lead.

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Employee Recognition Program Records

LRDA Number 20070332

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recognition of employees for special service to the agency. This series may include but is not limited to service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs.	Two (2) calendar years from the date of the record.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Employment Contracts

LRDA Number 20071288

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual employment contracts or, where contracts or agreements are not in writing, a written memorandum summarizing the terms and conditions of employment.	Six (6) years after expiration of the contract or agreement.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (1)(b)	None.

Evidence of Insurability Files

LRDA Number 20071098

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the addition of self, spouse or dependents to health insurance plans. The files may contain but are not limited to request forms, supporting documentation -- which usually includes, copies of birth certificates, marriage license and other legal documents, authorization forms and related correspondence.	Six (6) calendar years after the receipt of the records.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 11.190 (1)(b), 45 CFR 164.530 (j), NAC 239.165 (1)(2)	HIPAA compliance statement (45 CFR 164.524 (e)): This record series contains "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

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Family Leave (FMLA) Records

LRDA Number 20070310

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and regulate the granting and monitoring of family leave under the Federal Family and Medical Leave Act of 1993 and the State Parental Leave Without Pay Bill. This series may contain but is not limited to requests for leave of absence form, requests for leave, requests for parental leave without pay, time sheets, payroll documents, medical reports and certification forms, certification of Physician or Practitioner form, notice of family leave act, FMLA fact sheet, notice of specific expectations and obligations, documents of disputes with related correspondence, documents of employer benefits and policies and procedures, and similar documents and related correspondence.	Three (3) fiscal years from the end of the fiscal year in which the leave was taken	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 825.500 (b), 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, 42 USC section 405 (c)(2)(C)(viii), NRS 205.4617	None.

Fitness For Duty Files

LRDA Number 20071469

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document the action when an evaluation is done to determine an employee's ability to perform the essential functions of the job due to physical, mental or emotional disorders. This series may include but is not limited to incident reports, essential functions forms, certifications from health care providers (temporary disability, return to work, etc.), copies of medical records, copies of leave forms (with supportive documentation), copies of payroll reports (including time and attendance reports), hearing documentation, related correspondence and similar documents.	Three (3) calendar years from the date of final action.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NAC 239.165 (1)(2)	None.

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Garnishments

LRDA Number 20071247

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documentation of requests and court orders served on the local government to withhold the wages of employees for garnishments, tax levies, support payments and other reasons. This series may contain but is not limited to writ of garnishment, notarized interrogatories, copies of writ of execution with attachments, answer of garnishee, affidavits, copies of accounting documents, notes, correspondence, and related documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.6, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NRS 31.240, NRS 31.249, NRS 239B.030, NAC 239.165 (1)(2)	None.

Grievances: Case Files

LRDA Number 20070311

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. This series may include but is not limited to complaints, investigation reports, interview documentation, witness statements, background information, supporting papers, summary of action taken, audio/video recordings, related correspondence, and summary of disposition.	Four (4) calendar years from the date the case is withdrawn, settled or dismissed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Grievances: Hearings

LRDA Number 20070312

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents grievances or complaints submitted for resolution to hearings officers or hearings boards. This series may include but is not limited to initial complaint, investigation records, background material, witness statements, interview and hearing reports, hearing officer's findings and decisions, correspondence, and related records.	Four (4) calendar years after the final disposition of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

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Grievances: Record on Judicial Review

LRDA Number 20071661

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document grievance files or appeals of disciplinary actions where court action has been initiated. This series may contain but is not limited to copies of documents found in the grievance file, copies of documents within the appeals file, copies of hearing files, court documents, correspondence and related documents.	Six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Group Health and Life Insurance - Death Claims

LRDA Number 20161930

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer claims for life insurance upon a covered employee's death. Records may include but are not limited to beneficiary information, claims for benefit and supporting documentation, benefit payment records, copies of medical records, copy of death certificate, related correspondence and similar records.	Six (6) calendar years after the claim is closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance - Employee Records

LRDA Number 20161928

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents benefit and insurance coverage of local government employees and may contain but is not limited to insurance and benefit enrollment forms including changes and corrections, authorization statements, pre-tax documentation, copies of medical records, beneficiary information, payroll deduction forms, related correspondence and other documents pertinent to benefits.	Retain the employee's current documentation for six (6) calendar years from the date the employee is no longer covered under any benefit package. Retain superseded forms and authorizations for a period of two (2) calendar years from the date the records become inactive, expired, or superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), 45 CFR 164.530 (j), 29 CFR 516.6, NRS 11.190 (1)(b), NRS 11.190(3)(d)	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

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Group Health and Life Insurance - Long Term Disability Records

LRDA Number 20161929

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer claims for long term disability. Records may include but are not limited to employee information, physician's statement, copies of medical records, claims and supporting documentation, HIPAA access and disclosure statement, related correspondence and similar information.	Six (6) calendar years from the date of the closure or final resolution of the claim.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance Plans

LRDA Number 20070314

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents group insurance policies offered by a local government as part of the employee benefits program. This series may contain but is not limited to information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care) enrollment information, handouts and brochures, related correspondence, and similar information.	Retain for a minimum period of one (1) calendar year from the termination of the plan.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1627.3 (b)(2), NRS 11.190 (1)(b)	None

Job Advertisements

LRDA Number 20070315

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of advertisements to inform eligible job seekers of job openings. The notices may include position number, position title, salary range, job location, minimum qualifications, brief description of duties, where to apply and special instructions.	Two (2) calendar years from the close of the recruitment.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Personnel

Local Government Employee-Management Relations Board - Complaints

LRDA Number 20181972

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are local government copies of complaints filed with the Local Government Employee - Management Relations Board. Complaints may be filed by local governments, local government employees, and/or employee organizations. Records may include but are not limited to complaint, transcript of proceedings, decisions and orders, related correspondence, and similar records.	Three (3) calendar years from the final disposition of the complaint.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 USC section 207 (r), 29 CFR 516.5, NRS Chapter 288, NAC Chapter 288, NRS 11.190 (3)(d), NAC 239.165	Local Government Employee - Management Relations Board "Case Files" are scheduled for permanent retention at the state level (See RDA # 1991061).

Master Personnel File

LRDA Number 20070321

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is the official personnel file for people employed by local governmental entities. The file may contain but is not limited to job applications, credential files, background checks, notice of appointment documents, personnel transaction records, classification and salary records, payroll withholding information, leave summary records, employee development documents, employee performance documents, training documents, disciplinary actions, longevity reports, copies of licenses or certificates, records relating to other employment practices (including policy acknowledgments and agreements), personnel action forms, exit interview records, and similar documents related to an individual's employment.	Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of ten (10) calendar years from the end of the calendar year in which the individual separated from service. Records which do not document employment history and are not scheduled elsewhere in the "Records of Personnel" section may be purged from the file three (3) calendar years from the end of the calendar year in which the individual separated from service.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 516 .5, NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	If the employee is rejected for any lawful reason during their probationary period retain this series for a minimum period of three (3) calendar years from the end of the calendar year in which the individual was rejected or dismissed.

Personnel

Organizational Climate Studies

LRDA Number 20141903

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies conducted to assess and evaluate the culture, employee morale, effectiveness of management, and the internal communication of an organization. Findings from these studies may be used to assist an organization in maintaining a healthy, efficient and hospitable workplace. Series may include but is not limited to survey summaries, study summary, findings and recommendations, follow-up summary findings, and related correspondence.	Three (3) calendar years from the closure of the study.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None.

Pay Resolutions for Management and Classified Employees

LRDA Number 20070318

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the determination of compensation for management and classified employees. This series may contain but is not limited to salary surveys, job evaluations, compensation schedules, correspondence and related documentation.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31	None.

Personnel Files - Temporary and Seasonal Employees

LRDA Number 20071297

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the employment history of temporary and seasonal employees. These employees are usually hired to perform specific tasks or projects, and length of employment is usually for a limited duration. Records may include but are not limited to job applications, background checks, employee personal information, position classification and salary records, payroll withholding information, leave summary records, evaluations, training certificates, and other similar records related to an individual's employment.	If the employee's length of continuous service is one (1) year or greater retain this record series for a minimum period of ten (10) calendar years after separation. If the employee's length of continuous service is less than one (1) year retain this record series for a minimum period of three (3) calendar years after separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Personnel

Photo Identification Records

LRDA Number 20071287

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series includes photographs and other records used to identify governmental employees, private security personnel, contract workers, and others. This series may include but is not limited to identification cards, photographs, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and related documents.	Until superseded or obsolete.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Position Description Records

LRDA Number 20071284

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series describes the specifically assigned duties and responsibilities of a particular employment position. Information may include but is not limited to essential job duties, job standards, working conditions, salary or pay range, educational requirements, required licenses/certificates, and other desired qualifications.	Two (2) calendar years after superseded or eliminated.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Position Reports

LRDA Number 20070323

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information used in the management of employment positions. This series may include but is not limited to information on incumbents, vacant position status, authorized positions filled, job descriptions, position groups, position titles, position inventories and structures, hiring plans, staff lists and related records.	Two (2) calendar years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Personnel

Reasonable Accommodation Records

LRDA Number 20071470

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document requests for reasonable accommodation in the work place. This includes information regarding the medical and mental condition, history and work-related restrictions of an employee or applicant as permitted by the Americans with Disabilities Act. The files may contain but are not limited to essential function forms, self-evaluations, copies of medical records, certifications from health care providers, documents relating to work related accommodations (including formal requests for accommodations, responses, and related supportive documentations), related correspondence and similar documents.	Three (3) calendar years from the date of separation of employment with the agency, or for applicants that are subsequently not hired, from the date the recruitment was closed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 12101 et seq., 29 CFR 1630.14, 42 USC section 405 (c)(2)(C)(viii) , NRS 205.4617, NAC 239.165 (1)(2)	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

Recruitment Files

LRDA Number 20070325

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recruitment and selection of individuals for employment or promotional opportunities. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, examination records and results, letters of reference, recommendations, classification specifications, affirmative action records, interview questions, interview and application scoring notes, evaluations, applicant background investigation information, civil service records, promotion lists, position authorization forms, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and any other selection or screening criteria. This series may also include inactive or cancelled recruitment records.	Four (4) years from the close of the recruitment.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Personnel

Recruitment Files: Pre-Employment Medical Screenings

LRDA Number 20071471

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used in the recruitment process for pre-employment medical inquiries in accordance with 29 CFR 1630.14 (ADA). The files may contain but are not limited to medical questionnaire (medical history) forms, medical release authorizations, signed consent forms, physical fitness exams and reports, blood work results, results of medical exams by a health care provider, the essential functions form, copies of job description, related correspondence and similar documents.	Four (4) years from the close of the recruitment process.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1630.14, NRS 11.190 (3)(d), NRS 613.310 to 613.435, NAC 239.165 (1)(2)	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

Retirement and Deduction Reports - Public Employees Retirement System (PERS)

LRDA Number 20070455

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents deductions and payments made towards employee retirement benefits to the Public Employees Retirement System (PERS) and may contain but is not limited to retirement contributions reports, employer paid contribution reports, copies of payroll deduction forms, deduction input documents, employer subsidiary transaction listings, monthly reports, transmittals, forms, correspondence, and related documents.	Six (6) fiscal years from the fiscal year to which the reports pertain.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 286.020, NRS 286.290, NRS 286.260, NRS 286.460, NRS 286.288, NRS 11.190 1(b), NAC 239.165 (1)(2)	NRS 286.260 (1)-The Board shall provide for an individual account for each member of the System. Each account must show the amount of the member's contributions to the Public Employees' Retirement Fund or Police and Firefighters' Retirement Fund and any changes in the account that may be legally authorized.

Salary Surveys

LRDA Number 20071381

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies and surveys conducted by local governmental entities or its agents to gather comparative salary information for employment positions in comparable organizations. This series may contain but is not limited to surveys and salary comparisons for all employees within the state of Nevada (public and private), surveys and salary comparisons for all Nevada employers, compilations from Western States, occupational studies, special survey classes, benefits comparison reports, work papers, backup documents, notes, correspondence, and related documentation.	Two (2) calendar years from the end of the calendar year in which the study was conducted.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Personnel

Salary/Wage Schedules

LRDA Number 20071382

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, salary, or overtime pay computation.	Six (6) calendar years from the date schedule is superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 516.6, 29 CFR 1602.31, NRS 11.190 (1)(b)	Review for historical value.

Seniority Lists

LRDA Number 20070627

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the ranking of employees by the employee's length of service.	Until superseded by a new list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 613.380	None

Sexual Harassment / Discrimination Files

LRDA Number 20071323

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document investigations into alleged sexual harassment and/or discrimination in accordance with the Governor's Policy Against Sexual Harassment and Discrimination. This record series may contain but is not limited to copies of the sexual harassment and discrimination policy acknowledgement forms, sexual harassment or discrimination complaint forms, intake reports, notices given to employee documenting their rights during an internal investigation, investigative reports and statements, findings, supportive documentation, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year in which the investigation was closed. If the governmental entity is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action or for the five (5) calendar year period, whichever is longer.	These records have been declared confidential by NRS 613.075 (3) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 613.075 (3), NAC 239.165 (1)(2)	None.

Personnel

Supervisor Performance Assessments

LRDA Number 20101815

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of assessments of supervisors done by employees.	Three (3) calendar years from the date of assessment, or for the period required by a collective bargaining agreement (if applicable).	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, 29 CFR 516.5, NRS 239.165	None.

Supervisory Review Records

LRDA Number 20181945

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is often used by supervisors in the process of work performance evaluations, settlement of grievances, and for similar personnel actions. The record may contain but is not limited to copies of personnel forms, supervisor's notes on employee behavior, copies of attendance records, letters of complaint and commendation, letters of instruction dealing with work performance and conditions, notes on oral warnings, notes on meetings with employee-supervisor, work plans and goals, and related correspondence.	Four (4) calendar years from the date of the review.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None

Unemployment Insurance Records

LRDA Number 20071445

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include but are not limited to payroll reports, personal information related to each person who performs services for the employing unit, report of changes, applicable forms, correspondence and other relevant information.	Four (4) calendar years from the end of the calendar year to which they pertain.	Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 239.165 (1)(2)	None.

Personnel

Unemployment Insurance Records - Employer Contribution Records

LRDA Number 20071446

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include but are not limited to quarterly contribution and wage reports, new hire reporting, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, corrections to quarterly reports, applications for adjustment, applicable forms, correspondence and other relevant information.	Four (4) calendar years after the date the contributions to which they relate become due, or the date the contributions are paid, whichever is later.	Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 612.030, NAC 239.165 (1)(2)	None.

Union Contracts

LRDA Number 20070328

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contractual agreements between local governments and bargaining units, it may also be used for labor relations planning. This series may contain but is not limited to union contracts and amendments, tentative agreements, research background material, employee classification printouts, correspondence and related records.	Six (6) fiscal years after the contract is renewed, amended or expires, or for the period required by the contract or agreement, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 516.5, 29 CFR 405.9, NRS 288 .010 to 288.280, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	In accordance with NRS 288.153, any new, extended or modified collective bargaining agreement or similar agreement between a local government employer and an employee organization must be approved by the governing body of the local government employer at a public hearing.

Unsolicited Applications and/or Resumes

LRDA Number 20071292

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents applications or resumes received for which no position has been announced.	Six (6) months from the date the application is received if not returned to the solicitor.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Personnel

Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)

LRDA Number 20070329

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of the United States Code section 1324a. Usually contains US Department of Justice Immigration and Naturalization Service form I-9, Employment Eligibility Verification with attachments, Handbook for Employers, and associated documents.	Three (3) years after the date of hire, or one (1) year after employment is terminated, whichever is later.	These files must be kept separate from other personnel records and accessed only by the appointing authority and/or designated representative, the named employee, the agency legal counsel, or legal counsel from the District Attorney's Office. Supervisors reviewing an employee's records must not have access to these documents. Reference: Title 8 U.S.C. § 1324a and 8 CFR 274a.	8 USC section 1324a (3), 8 CFR 274a, NAC 239.165 (1)(2)	The forms and supporting documentation (if any) may contain confidential or sensitive information and must be destroyed in accordance with NAC 239.165 (1)(2) after the retention period has been satisfied.

Volunteer Worker Records

LRDA Number 20070331

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents work performed for the local government by citizens without compensation for their services. This series may include but is not limited to agreements, applications, skills test results, training documentation, task assignment and monitoring records, copies of workers compensation records, interest forms, correspondence, and related documents.	Three (3) calendar years after separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), NRS 205.463 to 205.465, NRS 616A.130, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.